



NATIONAL INSTITUTE FOR
EXCELLENCE IN TEACHING

RFP FOR AV VENDOR

2025 NIET All-Staff Retreat
July 28 – 31, 2025

The Scottsdale Resort and Spa
7700 East McCormick Parkway
Scottsdale, AZ 85258

RELEASED:
July 2, 2025

DEADLINE TO SUBMIT:
July 7, 2025

AUDIO VISUAL – REQUEST FOR PROPOSAL

I. Contact Information

Event Name: 2025 NIET All-Staff Retreat
Event Host Organization: National Institute for Excellence in Teaching (NIET)
Key Contact Person: Stephanie Mosqueda
Mailing Address Line 1: 7333 E Doubletree Ranch Rd
Mailing Address Line 2: Suite 250
City: Scottsdale
State: AZ
Zip Code: 85258
Phone: (979) 213-2009
E-mail Address: smosqueda@niet.org
Web Address: www.niet.org

Billing Contact Person: Amrit Ghimire
Billing Contact Telephone: (800) 575-NIET
Billing Email: accounting@niet.org

II. Event Profile

Event Name: 2025 NIET All-Staff Retreat
Event Host Organization: National Institute for Excellence in Teaching (NIET)
Event Start Date: Monday, July 28, 2025
Event End Date: Thursday, July 31, 2025
Event Location: The Scottsdale Resort and Spa
City: Scottsdale
State: AZ
Zip Code: 85258

Facility Contact Name: Brian Roth
Facility E-mail Address: broth@mff.org
Facility Website: [The Scottsdale Resort & Spa](http://TheScottsdaleResort.com)

NIET OVERVIEW:

The National Institute for Excellence in Teaching (NIET) is a nonprofit public organization, qualified under Section 501(c)(3) of the Internal Revenue Code, to undertake education and other charitable activities, including the Annual National Conference. Knowing that teacher quality is the single biggest in-school factor for student success, NIET builds educator excellence to give all students the opportunity for success. Our vision is that every student in America is taught by an excellent teacher and supported by effective leaders every year—and that has been the foundation of our work for the past two decades. We believe intentional, sustained and high-quality investments in educators directly result in success for all students and are essential to eliminating equity gaps. We have optimism about what every teacher and student is capable of, and we see them rise to new levels of success every day. As a result, NIET is committed to raising achievement levels for all students by focusing on the most powerful lever for change: teachers and the leadership that supports them.

EVENT OBJECTIVES:

The Bi-Annual NIET All-Staff Retreat provides an opportunity to bring together all 110 NIET Team Members from across the country to connect as a team, to strategize, and set goals for the upcoming 2026 fiscal year.

ATTENDEE PROFILE:

Expected Total Event Attendance: 110 people.

Attendee Demographics Profile: The NIET Team has grown to 110 Team Members, most of whom work remotely and will be traveling into Scottsdale from all over the nation.

VENDOR SCHEDULE:

Move-in Begin Date:

Monday, July 28, 2025

Move-in Begin Time: 8:00 AM

Move-in End Date:

Tuesday, July 29, 2025

Move-in End Time: 3:00 PM

Move-out Begin Date:

Thursday, July 31, 2025

Move-out Begin Time: 12:00 PM

Move-out End Date:

Thursday, July 31, 2025

Move-out End Time: 5:00 PM

III. Requirements

STATEMENT OF NEED:

NIET seeks to partner with an audio-visual vendor who can support production needs for general sessions and breakout meetings during the 2025 NIET All-Staff Retreat. We invite prospective vendors to provide a comprehensive proposal that outlines the pricing for the following services: audio, video, lighting; staging and scenic design; as well as vendor labor, travel, and associated expenses. Executed contracts will cover the 2025 NIET All-Staff Retreat only and do not reflect commitments for service for any future events.

BALLROOM REQUIREMENTS:

The Maricopa Main Ballroom is designated for sessions expected to host approximately 110 attendees and will be set for 120 to accommodate team members to have adequate space. The General Session will span across three key time slots: Wednesday morning, Thursday morning, and Thursday afternoon. These sessions may encompass a range of elements, including keynote speeches, presentations, and large-screen video broadcasts. The vendor is responsible for the provision of staging, lighting, sound reinforcement, AV playback, projection services, lav mics, handheld mics, and one lectern. Additionally, the vendor is expected to supply a complete production crew to oversee all aspects of the ballroom sessions.

ROOM REQUIREMENTS:

MEETING ROOMS:

There will be one meeting room in Treaty, set up conference for 8 individuals, but no audio or visual is needed.

TRAINING SESSION ROOMS (3):

We anticipate **3** total breakout rooms to run concurrent training sessions from Wednesday and Thursday. These breakouts are designed for one speaker with rounds of seating, accommodating 10 chairs per table for an audience 40 attendees in each room. Each breakout space needs to be equipped with a projector and screen for the presenter. Room diagrams for detailed information on equipment placement and room layout, as well as the specific schedule of events, will be provided

through the room diagrams and the room schedule for training rooms shared at a later date. Rooms being used for these three breakouts at The Scottsdale Resort and Spa will be Apache I, Apache II, and Apache III & IV.

RECEPTION:

On Tuesday afternoon in Vista Verde, a Welcome Reception will be hosted for approximately 120 individuals. There will be a need for a screen and projector, as well as speakers on sticks for background music and wireless handheld mic for opening remarks.

GENERAL FUNCTION REQUIREMENTS:

- AV vendor will manage stage set and production during general sessions/luncheons, as well as pre-planning with NIET logistics team.
- Rehearsals for general sessions are required on-site on Tuesday, July 29th.

Agenda/Diagrams: 2025 NIET All-Staff Retreat tentative schedule is attached; NIET will provide detailed diagrams including meeting and AV set-up for all rooms.

Attachments:

The following document is attached to this RFP:

1. Tentative conference schedule of events

IV. Proposal Specifications

NIET expects that all work will be performed in a professional manner. All information provided in this RFP is proprietary for this purpose only. Information cannot be released without written permission from the contact person named in Section I.

Required Attachments/Submissions to qualify for this RFP:

- Documents to be emailed:
 - Standard sales kit for the company
 - An equipment list indicating the number available of each type of equipment, the cost of rental, duration, and any discounts that can apply
 - Electronic submission of the company and event information via email.

Questions:

Direct all questions and requests for additional information regarding this RFP to: Brian Roth, broth@mff.org.

Please note:

1. *Expenses related to the preparation and completion of a response to this RFP are the sole responsibility of the vendor.*
2. *Expenses related to travel need to be included in the original proposal. Costs associated with travel NOT included within the original proposal will be the sole responsibility of the vendor.*
3. *Expenses related to Overtime compensation need to be included in the original proposal with a unit rate (\$ dollar rate) per hour that takes place outside/beyond the standard allotted time within the vendor schedule. A detailed breakdown of all hours (regular and overtime) will be required, including an approval process for overtime.*

Decision Making Process:

1. Submitted RFP to Stephanie Mosqueda, Senior Vice President of Strategic Projects and Brian Roth, Director of Production Management.
2. RFP Reviewed by Michael Hillman, Vice President of Production.

3. Final Decision Maker: Dr. Joshua H. Barnett, Chief Executive Officer Please note: There may be a preliminary cut with a second review of finalists.

Timeline:

- RFP Published Date: 7/2/2025
- Proposal Due Date and Time: 7/7/2025 by 5:00pm CT
- Tentative Decision Date: on or before 7/10/25

Decision Notification Method: Email

Key Decision Factors:

Selection is based on the following criteria, rated by the percentage of how they will play a role in proposal evaluation:

Decision Factor	Percent
Ability of vendor to provide high level of service	25%
Overall cost of services (including travel, shipping of equipment, and labor)	25%
Availability of required equipment (including age and types of equipment to be provided)	20%
Staff Experience	20%
Recommendations from previous and existing clients	10%

Additional Information about RFP responses:

- The proposal with the lowest dollar amount will not necessarily be considered as the best proposal.
- Incomplete and/or late responses will not be considered.
- Responses must be emailed to Stephanie Mosqueda, smosqueda@niet.org and Brian Roth, broth@mff.org.

Attachment 1: NIET 2025 All-Staff Retreat
The Scottsdale Resort and Spa, Scottsdale, AZ

Monday, July 28, 2025, to Thursday, July 31, 2025

Internal Agenda

Monday, July 28	1:00 p.m. – 5:00 p.m.	Leadership Meeting
Tuesday, July 29	8:00 a.m. – 3:30 p.m.	Leadership Meeting
	4:00 p.m. – 4:45 p.m.	Welcome Reception
	4:00 p.m. – 8:00 p.m.	Social Time
Wednesday, July 30	8:00 a.m. – 12:00 p.m.	Morning General Session
	12:00 p.m. – 1:00 p.m.	Lunch
	1:00 p.m. – 3:00 p.m.	Breakouts
	3:00 p.m. – 3:30 p.m.	Day 1 Closing General Session
Thursday, July 31	8:00 a.m. – 10:00 a.m.	Morning General Session
	10:00 a.m. – 11:00 a.m.	Reflection Breakouts
	11:00 a.m. – 12:00 p.m.	Wrap-up General Session